

Position Title	Department	Reports to
Tribal State Policy Associate	Policy & Advocacy	Tribal State Policy Manager
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	

### About NIEA

The National Indian Education Association (NIEA) was founded in 1969, in Minneapolis, MN, by Native educators who were anxious to find solutions to improve the education systems for Native students. NIEA adheres to the organization’s founding principles: 1) to bring Native educators together to explore ways to improve schools and the schooling of Native students; 2) to promote the maintenance and continued development of Native languages and cultures; and 3) to develop and implement strategies for influencing local, state, and federal policy and policymakers.

At NIEA, work is driven by seven core values.

1. Honesty, Integrity, Transparency;
2. Purposeful, Intentional, Mindful;
3. Reliable, Dependable, Commitment, Hard Work, Dedication;
4. Respect;
5. Compassion, Empathy;
6. Community, Unity, Family, Service to Others; and
7. Generosity

These values have been established and aligned with the NIEA Strategic Plan. The values represent the environment staff and partners consider a part of their lives and encompass the work done to meet the mission and vision.

### POSITION SUMMARY

The NIEA Tribal State Policy Associate position will support the development and facilitation of tribal and state relations regarding policy issues and the implementation of such policies that are important to NIEA membership and Native education advocates. This position will provide expertise on Native education history, treaties, sovereignty, self-governance, tribal and state policy creation protocols, and policy advocacy. This position will also be responsible for building support for the advancement of Native education policy and policy implementation through work with key stakeholder groups, coalition partners, and policy makers in tribes with a particular focus on key, high Native population states. This is an exciting opportunity to work closely with Native communities, Native organizations, and education leaders to provide support for American Indian, Alaska Native, and Native Hawaiian education policy.

### ESSENTIAL FUNCTIONS

*The essential functions of this position, include, but are not limited to the following:*

- Work with the Tribal State Policy Manager to develop and implement advocacy priorities and initiatives concerning state policy and legislation.
- Provide advocacy and policy assistance and technical support to groups of Native education advocates in states; develop Native coalitions in state in support of Native education priorities developed at the tribal and local levels.

- Build a network of designated liaisons to strengthen tribal and Native education stakeholder engagement through regular communications and meetings with Native advocates in states on a consistent basis.
- Collaborate with state education officials and state Indian education offices to elevate and advance shared Native education issues.
- Collaborate with the communications team to develop messaging and materials that engage Native education stakeholders and elevate Native education issues.
- Collaborate with the program team to ensure local implementation of tribal and state policy that supports Native students and tribal education priorities.
- Develop briefing papers, one-pagers, talking points, comments, testimony, articles, tools, resources etc. to advance NIEA's policy agenda and support implementation of legislation and policy.
- Work with external education partners in ESSA implementation, in particular tribes, regional tribal organizations, and state Indian education associations.
- Provide NIEA leadership information to elevate the needs of Native students by building and strengthening partnerships, identify funding opportunities for NIEA programs, and feedback on organizational health.
- Develop and maintain effective state tracking and reporting mechanism to measure progress and document outcomes.
- Analyze and synthesize research (or other information) for tribal and state-specific support or opposition to proposed and existing policies and legislation.
- Work with the Policy Director and other policy team members to support Federal priorities where appropriate and support the NIEA annual Hill Week.
- Additional duties as assigned.

#### **QUALIFICATIONS**

- Bachelor's degree in public policy, education, or related field preferred; Master's degree desired but not required.
- At least 2 years of direct policymaking or advocacy experience, legislative preferred.
- Knowledge and passion for the mission of NIEA and a commitment to Native education.
- Demonstrated ability to build and maintain collaborative relationships with a variety of stakeholders including policy makers, local advocates, tribal governments, and educators across various states and issues.
- Excellent written and verbal communication and interpersonal skills.
- Strong analytical skills and proven ability to effectively manage multiple projects.
- Knowledge of and experience working with Native people and Native organizations.
- Proven ability to work in team environment while demonstrating capacity to solve problems independently.

#### **Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

This position is primarily in an office setting where the employee constantly operates a computer and other office equipment and maintains a functional and safe office space. The employee is regularly required to communicate information and ideas so others will understand including both verbal and visual communication and presentations. The employee may occasionally need to lift up to 25 pounds and carry it 10- 15 feet.

**Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Received and accepted by

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**EEO Statement**

NIEA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.